Instructions for using the SDE secure Remote File Manager

Log in to the server using the user name, which is the three digit number of your district (for example, if your district number is 17, your user name is 017) and password, which is the same as your IDEA Part B Application password. If you need assistance obtaining your user name and/or password contact Sherry McKnight at 332-6910.

Once you are logged in, the folder for your district will automatically open and display the contents of the folder.

For the purpose of the initial download of Child Count data and program files, the contents of the folder is a file named *XXX*.zip (*XXX* = your district number.) This file contains all of your districts child count data files and the program files need to operate the Special Education Student Enrollment System. The file must now be downloaded to your own computer system, to a drive/directory of your choice.

Note: In the case of those districts that requested their Gifted and Talented Child Count systems separate from their Special Education system, you will see 2 files when you open this page, *XXX*SE.zip and *XXX*GT.zip. Be sure that these 2 files are downloaded to and then extract to 2 completely separate directories.
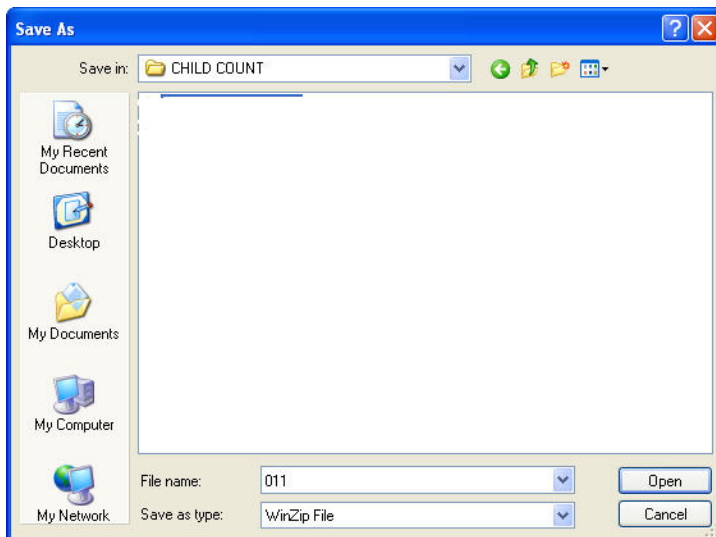
To download the *XXX*.zip file, place your cursor over the zip file image and double-click. A File Download dialogue box will be displayed.
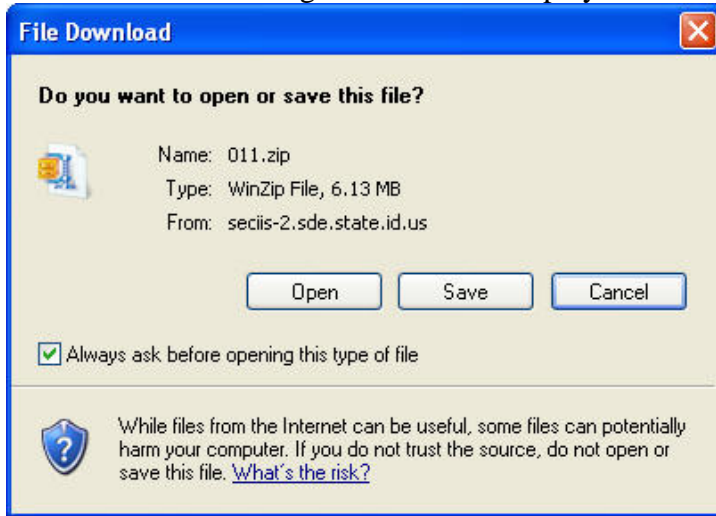
Click [Save]
A Save As dialogue box is displayed.

In the example above, we are saving the zip file to a folder on the C:\ drive. You may save the zip file in any directory you choose. Once you have saved the zip file, go to that directory using Windows Explorer or My Computer, find the *XXX.zip* file. You will now need to extract all of the data and program files within the zip to the drive/directory/folder from which you intend to run the Special Education Student Enrollment System.

If you have the WinZip software installed on your computer, double click on *XXX.zip* file and follow the extraction procedures for extracting within the WinZip wizard.

If you do not have WinZip, there is an extraction utility within Windows. The links below will take you to instructions for using this utility:
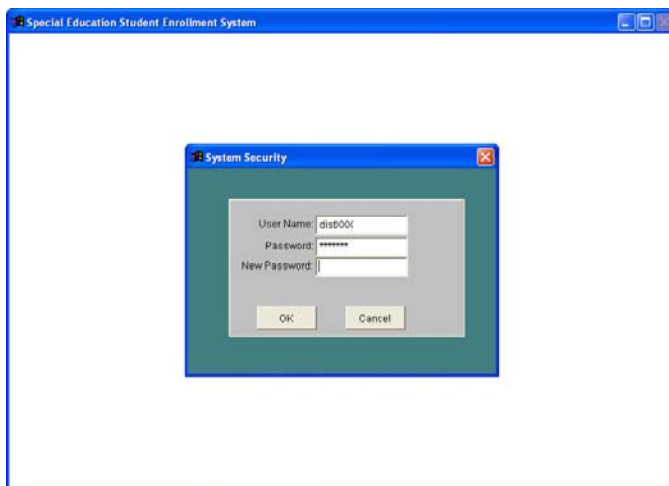
In Windows XP:
http://consumerdocs.installshield.com/selfservice/viewContent.do?externalId=Q108326&sliceId=1.

In Windows Vista:
http://www.maximumpcguides.com/compress-and-uncompress-a-folder-or-file-in-windows-vista/.

Final steps in installing and running the Special Education Student Enrollment System:

After successfully extracting all of the Special Education Student Enrollment System program and data files from the zip file, place a shortcut on your desktop that points to the SPECED.EXE file in the directory where you have installed the system. **REMOVE ANY OLD SHORTCUT ON YOUR DESKTOP THAT POINTS TO AN OLDER VERSION OF THE PROGRAM. THE SDE MAY NOT BE ABLE TO IMPORT ANY DATA THAT YOU ENTER INTO AN OLD VERSION OF THE SOFTWARE.**

You can identify the SPECED.EXE file by the FoxPro icon
The system comes configured to function on a stand-alone system. If you are installing the system on a shared network drive so that more than one user can access the child count, you need to run the batch file called NETWORK.bat. This file is located in the directory where you installed the program and can be run simply by double-clicking on the file's name. You should see a black screen flash briefly. This sets the configuration for operation on the network.
To enter the system, enter the username and password when the security screen above appears. The default for both is dist*XXX (XXX=your district number.)* The system comes with 4 additional username/passwords: clerk01, clerk02, clerk03, clerk04 for operation by multiple users on a network.

Uploading your district's child count export files to the SDE using the secure Remote file manager:
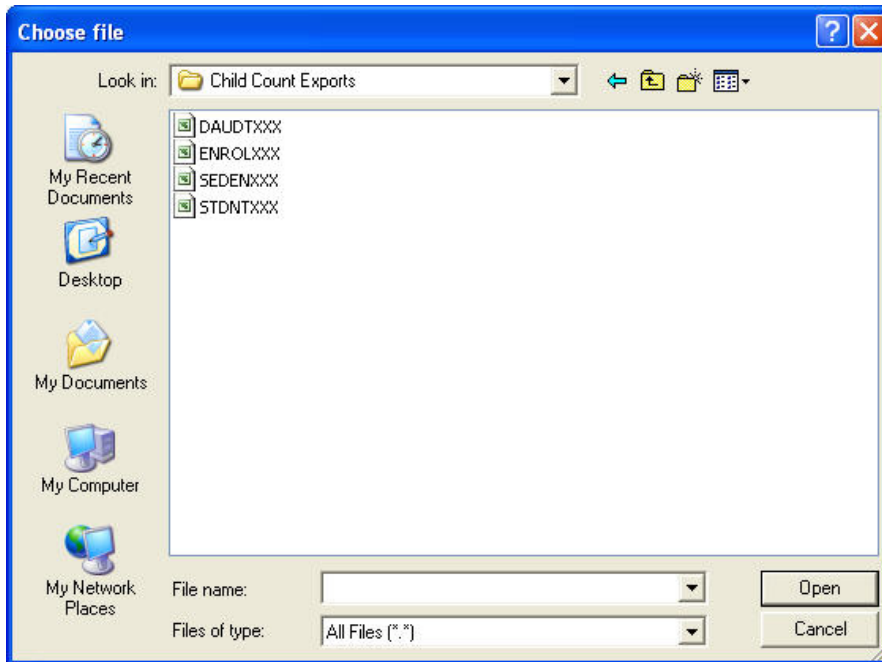
Login as described above

Click on the icon at the top of the page that looks like a piece of white paper with a blue arrow pointing upward. When you place your cursor over this icon, the words "Upload a File" will appear on the gray bar to the right of the icon. When you click on the icon, "Action>>Upload a File" screen appears.
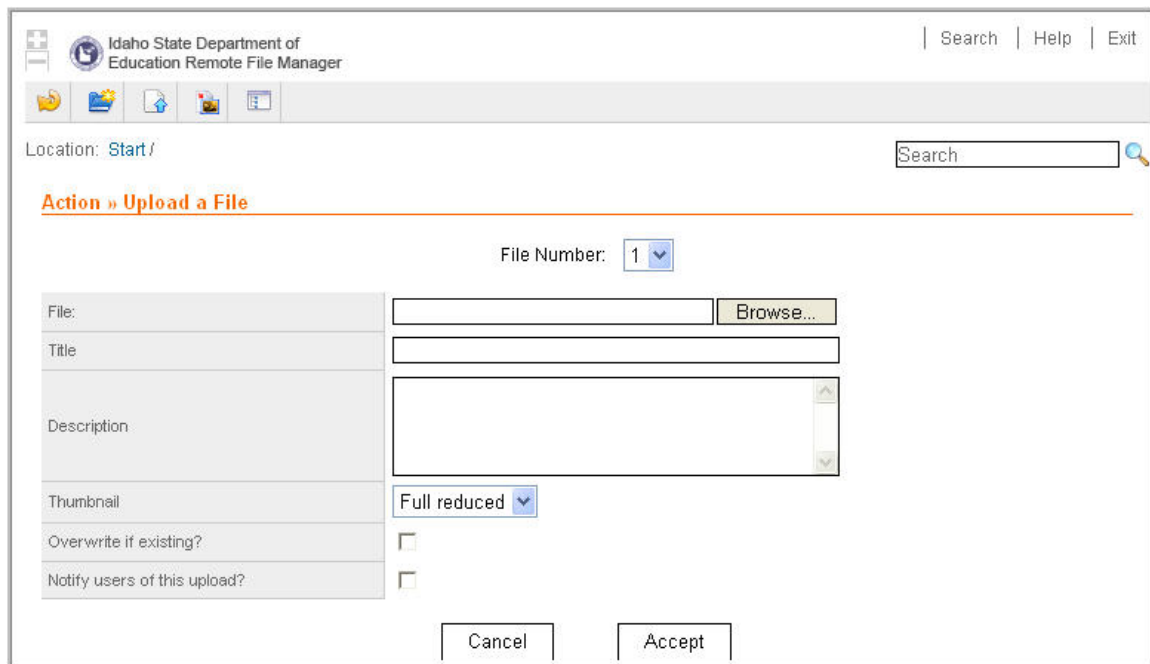
Click on the **Browse** button. Go the the directory in which you have saved the 4 child count export files. In the example below the 4 files have been saved in a directory on the C:\ drive called Child Count Exports.

Select each file in turn and click **Open**.

Click **Accept.** This uploads the file to the SDE. Repeat the above steps until all 4 files are uploaded. The upload screen should appear as below.

To log off click the "Exit" button at the top of the page.